

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Utilities Systems Supervisor	Job Family: III
General Classification: Professional	Job Grade: 19

Definition: To plan, organize, direct and supervise the day-to-day activities of the Utilities Systems Section; to coordinate utility systems services activities within the division and with other divisions and departments; serve as the division technical expert in operational matters; to perform a variety of technical tasks relative to assigned area of responsibility; and to provide complex administrative staff support to the Utilities Services Manager.

Supervision Received and Exercised: Receives general direction from the Utilities Services Manager; exercises direct supervision over assigned maintenance, clerical and technical personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for utility systems services; implement policies and procedures.
2. Plan, prioritize, assign, supervise, organize and review the work of staff involved with utilities systems services activities (including potable stations, nonpotable stations and a sewer lift station).
3. Oversee and participate in the development of the utilities systems services work plan; recommend improvements and modifications; assign work activities, projects and programs; monitor work flow; review and evaluate operations, assigned responsibilities, work products, methods and procedures; prepare various reports.
4. Participate in utilities systems budget preparation and administration; prepare cost estimates for budget recommendations; submit justification and participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget; monitor and control expenditures.
5. Participate in recommending the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.

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6. Review, analyze and act upon reports and documents pertaining to division operations.
7. Participate in contract development, including reviewing specification documents; conduct prebid and construction meetings with contractors and conduct walk-throughs as necessary; coordinate with contractors in providing contract services.
8. Serve as acting Utilities Services Manager as necessary.
9. Monitor and control supplies and equipment; order supplies and tools as necessary; prepare documents for equipment procurement.
10. Perform other duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of water treatment and/or wastewater maintenance and related telemetry equipment and electrical systems; equipment, tools and materials used in the maintenance and repair of pumps, wells, motors, lift stations and related facilities; pertinent local, State and Federal rules, regulations and laws; principles of municipal budget administration, procedures and techniques; modern office procedures, methods and computer equipment; principles and practices of policy development and implementation; principles and practices of organizational analysis and management; principles and practices of supervision, training, performance evaluation and personnel management; principles and practices of safety management and training related to area of responsibility.

Ability to: Develop a comprehensive utilities systems maintenance program; operate specialized equipment as necessary; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; interpret and apply City and department policies, procedures, rules and regulations; estimate project costs, review and participate in water/wastewater design projects; prepare and administer an operating and capital budget; supervise, train and evaluate personnel; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing; and operate departmental computer systems and other related office equipment.

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Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Three years of increasingly responsible experience in water production, water treatment, water management and/or wastewater management, including two years of lead responsibility. Training equivalent to completion of the 12th grade, supplemented by college course work in supervisory management or the City's supervisory training course.

Required Licenses or Certificates: Possession of a valid California Class C driver's license. Possession of a Grade III Water Treatment Operator Certificate issued by the State Department of California.

Working Conditions: Preemployment and periodic respiratory examinations may be required for this classification.

Established October 1991

Revised December 1999

CLASS SPECS

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